



Recertification Application for Certified Balanced Scorecard Professional and Balanced Scorecard Master Professional

Balanced Scorecard Institute, a Strategy Management Group
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About the Balanced Scorecard Professional (BSP) and Balanced Scorecard Master Professional (BSMP) certifications

The Balanced Scorecard Institute, the *original certifying body* for balanced scorecard practitioners, created international balanced scorecard certification standards with its Professional Certification Program. The program, which includes two levels of certification: **Balanced Scorecard Master Professional™ (BSMP)**, and **Balanced Scorecard Professional™ (BSP)**, is offered in association with the [George Washington University College of Professional Studies](#). As a comprehensive program on leading a balanced scorecard strategic planning and management system implementation using the Institute's *Nine Steps™* methodology, it is ideal for participants charged with building, implementing, managing, and sustaining balanced scorecard planning and management systems. Fully consistent with basic balanced scorecard concepts & terminology developed by Drs. Kaplan & Norton, it was developed by the Institute for members of balanced scorecard teams who want to learn how to build, deploy, and sustain scorecard systems, and for anyone who wants to incorporate lessons learned and best practices into the development of a strategic management system.

Why Get Certified?

Certification is a great way to accelerate your career in strategic planning and balanced scorecard implementation. Even if you have been working with balanced scorecards for many years, certification is an excellent way to market yourself. By earning and maintaining your certification, you are showing a potential or current employer that you are willing to test your knowledge against best practices. Recertification demonstrates that you have continued to apply yourself in the field of strategic performance management and are attuned to new learnings, developments, tools, and techniques.

Maintaining the BSP or BSMP Designation – Recertification

Recertification is based upon earning 50 credits through continuing education, contributions to the field, and on the job experience. The Institute has established a certification committee to oversee the certification program.

BSP Certifications expire on December 31, **three** years from the year a person originally certified (e.g., if you certified in 2012, regardless of which month of the year, your certification is due for renewal by December 31, 2015).

BSMP Certifications expire on December 31, **five** years from the year a person originally certified (e.g., if you certified in 2010, regardless of which month of the year, your certification is due for renewal by December 31, 2015).

Annual recertification notices are sent, as a courtesy, in the first quarter of the year in which the individual is due for renewal and additional reminders are sent throughout the year. Accompanying the reminder notice, will be a link to, information regarding the recertification process and instructions to access the recertification application form and guidelines.

Requirements for Recertification

All candidates for the Recertification must:

1. Complete the application and submit it electronically by December 31 of your recertification date.
2. Sign the application. Forms must be signed by the applicant in order to be processed.
3. Remit the recertification fee: \$295.00. The recertification fee must accompany the application and is non-refundable. An applicant will not be considered for recertification without payment.

Applicant Information

In the space below, please provide your contact information. The Institute will use the information provided to contact you regarding your application status and future communication.

For which level of certification are you applying? **if both certifications were achieved, please choose BSMP	
Balanced Scorecard Professional Recertification	BSP
Balanced Scorecard Professional Master Recertification	BSMP

Please provide us with the following contact information about you:			
Date of Application			
Last name			
First Name and Middle Initial			
Mailing Address			
City			
State/Province			
Zip/Postal Code			
Country			
Personal E-mail Address			
Home Phone Number			
Alternate Phone Number			
How would you like your name to appear on your Certificate?			
Date of your original certification	Month:	Day:	Year:

Current Position	
Name of your Organization	
Industry	
Your Title	
Work Address	
City	
State/Province	
Zip/Postal Code	
Work Phone Number	
Work E-mail Address	
Work Fax Number	

Applicant's Signature
I, _____, verify that the below information is true and accurately portrayed. I acknowledge that if asked, I can provide documentation for any of the information I provided.
Signed _____ Date _____

Continuing Education

Balanced Scorecard Institute Continuing Education

Please indicate additional courses and engagements with the Balanced Scorecard Institute and its' affiliates that you have completed since your last certification or recertification date.

Balanced Scorecard Continuing Education	Date of Attendance	Contact hours	Additional comments
Balanced Scorecard Annual Conference		22.5	
Balanced Scorecard Alumni Breakfast		3.5	
BSC Masters: Project Management		15	
BSC Masters: Strategic Planning and Management		15	
BSC Masters: PuMP Performance Measure Blueprint Certification		15	
BSC Masters: LEAN Six Sigma Yellow Belt Certification		7.5	
BSC Masters: Alignment Optimization		7.5	
BSC Masters: Developing Meaningful Performance Measures for Business and Government		22.5	
BSC Essentials: Two Day		15	
BSC Essentials: Application Program		7.5	
BSC Essentials: Rebalancing Your Balanced Scorecard		15	
BSC Essentials: Cascading the Balanced Scorecard		15	
BSC Executive Overview		7.5	
Balanced Scorecard e-Learning		1.5	
Balanced Scorecard 3 Day Retreat		22.5	
Balanced Scorecard Institute Affiliate Programs			

Degrees and Certifications

Please list any degrees and certifications that you have completed since your last certification or recertification date.

Title of Degree and/or Certification	Awarding Institution/Firm	Date of Award	Contact Hours	Explanation of Relevancy

Professional Development

Please list any conferences, webinars, webcasts, continuing education courses, online courses, seminars, workshops, and video conferences that pertain to balanced scorecard, strategic planning, strategic management, performance measures, performance measurement, or performance management within the last three years since you were last certified or recertified.

Professional Development Title	Awarding Institution/Organization	Date of Award	Contact hours	Description

Contributions to the Field

Publishing

List any publications that you have authored or co-authored. These include books, articles, book chapters, and research papers. A concise description of the publication is required indicating the content and scope of the publication. All publications listed below must have taken place within the last three years since you were last certified or recertified.

Title and Date of Publication	Publication Information (Please list all applicable: place of publication, publishing company, volume number, page numbers, web address (URL), company who posted the webpage, title of the page)	Contact Hours	Description

Teaching

List any formal teaching activities including formal programs, courses, workshops or seminars. A concise description of the teaching activity is required indicating the content and scope of the teaching activity. All teaching activities listed below must have taken place within the last three years since you were last certified or recertified.

Teaching Activity	Date(s)	Host Organization	Location	Contact Hours	Description

Speaking Engagements

List any speaking engagements related to balanced scorecard, strategic planning, strategic management, performance measures, performance measurement, or performance management. A concise description of the speaking engagement is required indicating the content and scope of the speaking engagement. All speaking engagements listed below must have taken place within the last three years since you were last certified or recertified.

Presentation Title	Host Organization	Date	Contact hours	Description

Professional Experience

Provide up to five examples of your professional experience that demonstrate skills in the areas of balanced scorecard development, strategic management, strategic planning, project management, performance measurement development, system administration, coordination, communication and management. All experience listed below must have taken place within the last three years since you were last certified or recertified.

Organization and Title	Contact Hours	Description of assignment